

Helen Keller Intl Job Announcement

Program Specialist, Vision Program *(New Jersey – at office and at remote sites)*

Helen Keller Intl

Guided by the remarkable legacy of its co-founder, Helen Keller, Helen Keller Intl partners with communities striving to overcome longstanding cycles of poverty. By delivering the essential building blocks of good health, sound nutrition, and clear vision, we help millions of people create lasting change in their own lives. Working in 20 countries – across Africa, Asia, Europe, and the United States – and together with a global community of supporters, we ensure every person has the opportunity – as Helen did – to reach their true potential.

Background

Recognizing a lack of accessible, adequate vision care among low-income adults and children in the US, Helen Keller International established the US Vision Program (formerly known as ChildSight®). Since 1994, Helen Keller has provided free vision screenings for more than 2.2 million individuals in the United States and provided more than 375,000 of them with prescription eyeglasses to solve common vision problems.

Helen Keller is seeking a part-time Program Specialist to join a dynamic our team to manage program activities at assigned locations in New Jersey with an emphasis around Newark, NJ.

Purpose or Scope of work

The Program Specialist leads the day-to-day operations of Helen Keller Intl's US Vision Program throughout New Jersey, supporting teams in the delivery of high-quality vision services for children, adults, and underserved communities. Working across office and community-based settings, the Program Specialist coordinates daily program activities, helps ensure services are implemented consistently and in alignment with established program standards, and supports teams in addressing operational needs. The Program Specialist also builds and fosters strong relationships with schools, community-based organizations, healthcare providers, government agencies, and other program partners to strengthen collaboration and expand access to accessible, equitable vision care.

Management/ Functional Relationships

The Program Specialist reports to the Program Manager and directly supervises Program Assistants. The Program Specialist supports and coordinates communication with external partners, consultants, staff, schools, school-based partners, community-based organizations, healthcare providers, and other host-site representatives. Serving as a primary point of contact, the Program Specialist helps maintain strong working relationships, coordinate program activities, and support the successful delivery of program services.

Application Deadline: Will remain posted until position is closed.

Key Responsibilities/ Specific Tasks

- With support and supervision from the Program Officer or Manager, the Program Specialist provides on-site supervision of program services to target communities that follow program guidelines to include:
Direct Services
- Provide on-site supervision and conduct on-site program processes such as vision screening, refraction assessment, eyeglass selection and ordering, assembly and distribution of eyeglasses, and completion of all program paperwork.
- Routine travel to schools and/or other host locations in target communities with materials needed to conduct program activities.
- Partner with representatives at host locations to set up space to ensure safe and smooth operations.
- Engage actively with screenings, refraction support, eyeglasses selection and other technical aspects of the program.
- Support the training of staff and contractors on program protocols and provide guidance and correction, as needed.
- Create a supportive working environment to deliver expected results. Guide staff and consultants to achieve goals and contribute to an atmosphere conducive to professional growth and development.
- Provide support and supervision to assigned Program Assistants to ensure successful program implementation and proper management of team activities.
- Conduct educational information sessions to program participants and families/guardians regarding the screening assessment, vision health, potential vision difficulties, and treatments as needed.
- Various administrative duties to support the work of the program.

Other Duties

This job announcement is not designed to cover or contain a comprehensive list of activities, duties or responsibilities for the position. Duties, responsibilities and activities may change at any time with or without notice. All positions are required to perform any additional tasks assigned by the supervisor.

Skills & Experience

- Professional communication skills. Strong people skills including the ability to communicate effectively across cultures.
- Solid organizational skills and reliable attention to detail.
- Demonstrated ability to partner effectively with community partners, troubleshoot issues, propose solutions and take proactive approaches to improve program processes
- Demonstrated leadership and problem solving skills
- Ability to work independently and prioritize workload, assume responsibility for work, and follow through to completion.
- Willingness to travel within the targeted communities, potentially using own personal vehicle, with supplemental business insurance to be reimbursed by Helen Keller.
- Optical or vision-related experience preferred

Education and Experience

- Bachelor's degree plus 2 years related experience, or equivalent combination of education and experience.

Working Conditions/ Travel

- Routine, daily travel and commuting in New Jersey, with an emphasis in the Greater Newark area.
- Hybrid work environment between office, and on-site
- Ability to lift and transport boxes of eyeglasses and/or required daily program equipment that may weigh up to 25 pounds
- Spanish strongly preferred

Compensation and benefits.

The midpoint of the salary range for this position is \$27.60 per hour with a minimum of \$23 and a maximum of \$32.20 per hour. Actual base salary may vary based upon, but not limited to, relevant experience, base salary of internal peers, and business sector.

Expectations

Fairness, Belonging and Zero Tolerance to Abuse

As a member of the Helen Keller Family, each employee is expected to:

- Help to develop and maintain an environment that welcomes and develops a multi-cultural workforce with varied lived experiences and identities.
- Foster a work environment where everyone feels valued and included.
- Support employees' evaluation and promotion processes based on skills and performance.

- Promote a safe, secure, and respectful environment for all members of Helen Keller family, stakeholders in general, and particularly for the communities we serve.
- Follow Helen Keller Code of Conduct helping to prevent any type of abuse including workplace harassment, sexual abuse and exploitation, and trafficking in persons.
- Adhere to the Organizational Core Values, which include courage, compassion, integrity and rigor.

To Apply

Qualified candidates should submit a cover letter and resume to usvp.recruitment@hki.org. Please note in subject line: Program Specialist_New Jersey. Applications will be accepted until the position is filled.

In the spirit of the extraordinary ability and vision of our founder, Helen Keller Intl fosters an environment of fairness and belonging for our workforce.

Helen Keller Intl is an Equal Opportunity Employer. We are committed to the principles of equal employment opportunity for all employees and applicants for employment.